

To: Bolen, Brittany[bolen.brittany@epa.gov]
From: Dravis, Samantha
Sent: Mon 7/24/2017 3:55:22 PM
Subject: FW: FOIA processing in the Office of the Administrator
[AO FOIA Centralization Pilot Project Description. 07.21.17. final.docx](#)
[AO FOIA Centralization Pilot Project. Cover Memo for Employee Communicat....docx](#)
[AO FOIA Centralization Project. Qs and As. 07.21.2017.docx](#)
[AO FOIA Centralization Pilot Project. Direction. 07.21.2017.docx](#)
[AO FOIA Centralization Pilot Project. Initial Implementation Plan.docx](#)

From: Jackson, Ryan
Sent: Monday, July 24, 2017 11:46 AM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Cc: Darwin, Henry <darwin.henry@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: FOIA processing in the Office of the Administrator

Due to the large amount of FOIA requests we are receiving, I am concerned that we are getting flooded without a new process to address this new problem. Working with the OGC, I am issuing the memo detailing a new process within the Office of the Administrator for responding to FOIAs with attachments on Q&A, next steps for the specific offices involved, and a general description of the new process. The attachments also include a memo for you to send to your offices regarding the new process.

I believe this will streamline the process and achieve a consistent process among the offices in the OA. Additionally, I believe this will help best inform FOIA improvement work throughout the agency as we are working on improving that system. This will be a good test case.

Please issue the memo from you offices at your convenience today, and I believe this will help you and relieve some of the added burdens from outside groups abusing the FOIA process.

I would like to especially thank Becky for her consistent work to inform us of new FOIAs and her work in organizing this project and taking on this added workload. She's a hero for this.

Thank you,

Ryan.

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MEMORANDUM

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FROM: Ryan Jackson, Chief of Staff

TO: Kevin Minoli, Acting General Counsel

Steve Fine, Acting Assistant Administrator, Office of Environmental
Information

Samantha Dravis, Associate Administrator for Policy

Troy Lyons, Associate Administrator for OCIR

Liz Bowman, Acting Associate Administrator for Public Affairs

Brian Hope, Acting Director, Office of the Executive Secretariat

SUBJECT: Office of the Administrator FOIA Centralization Pilot Project

By this memorandum, I am asking you to implement a pilot project centralizing all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR) consistent with the attached project description.

This pilot project is anticipated to enhance the Agency's ability to provide effective and efficient FOIA production in response to the many FOIA requests directed to these four offices. Additionally, the pilot project will generate information on the benefits of increased centralization of FOIA processing responsibilities at the EPA and the resources necessary for such centralization. This information will be used in making near-term decisions regarding the potential increased centralization of FOIA at the Agency.

While I realize that the project will take time for full implementation, I ask that your offices begin those implementation efforts immediately. I have attached a cover memo and attachments for you to use to communicate this project with your staff and ask that you disseminate this information Monday.

Thank you for your willingness to assist in our efforts aimed at enhancing the overall efficacy of the Agency's FOIA program.

Attachments

cc: Henry Darwin

Byron Brown

Ryan Jackson

Chief of Staff

U.S. Environmental Protection Agency

Ex. 6 - Personal Privacy